TELPAS

Texas English Language Proficiency Assessment System

TELPAS Supplement for Paper Administrations

TELPAS

Texas English Language
Proficiency Assessment System

March 16–April 8, 2015

Contents

Overview

General Information

This document is a supplement to the *2015 District and Campus Coordinator Manual*, the *2015 TELPAS Rater Manual*, and the *2015 TELPAS Reading Test Administrator Manual*. It contains instructions for administering TEA-approved paper administrations of the grades 2–12 Texas English Language Proficiency Assessment System (TELPAS) reading tests. This supplement should be used in conjunction with those manuals and does not duplicate information.

TELPAS Resources
Coordinator Manual
Resources

- **Test security and confidentiality requirements.** Coordinators and test administrators must follow the test security and confidentiality requirements in the primary manuals applicable to paper administrations.

- **Training.** Coordinators and test administrators involved in paper administrations of TELPAS must be trained in the TELPAS administration procedures outlined in the primary manuals and must review and follow the additional instructions in this paper administration supplement. Ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration.

- **Student test responses submitted online.** TELPAS paper administrations do not use answer documents. Students will mark their answers in the paper test booklet. Student responses will be transcribed into TestNav.

- **Student information submitted online.** All student information must be entered online. Testing personnel must complete the holistic ratings, rater information, score code information, any reading test accommodations, and all student data elements in the Texas Assessment Management System, delivered through PearsonAccess.

District and Campus Coordinators

Receive, Verify, and Distribute Materials to Campuses

A district will receive a shipment of test materials for each TEA-approved request. If a district submits separate requests, materials will be sent upon approval of each request. The following materials are included:

- Packing list
- *TELPAS Supplement for Paper Administrations*
- Test booklet(s) (including large print, if applicable)
- Return shipping labels
- Return carrier memo

A small overage of materials will be included per grade cluster on a campus to account for possible unusable materials. The district coordinator should verify that the shipment is complete and immediately forward the test materials to the campus coordinator.

Review of Shipment by Campus Coordinator

- Retain the packing list throughout the testing process. Use the list to check in the test booklet(s).
- A white form is visible through the plastic wrap around the test booklets. **Verify that the quantity of booklets matches the quantity indicated on the white form** by counting the booklets through the plastic.
- Verify that the nine-digit security number range stated on the white form matches the range of numbers on the packing list.

Distribute Materials to Test Administrators for Reading Test Session

To account for the test booklets signed out to test administrators, use the Materials Control Form on page 7 to record the range of security numbers of the test booklets assigned to each test administrator. Each test booklet has a nine-digit security number printed on it. The digit after the hyphen is used only as a check digit and should be ignored.

After test administrators have verified that they have received the exact number of test booklets required, they must initial the "Out" box. The test administrators' initials signify that they have received the test booklets assigned to them, as recorded on the Materials Control Form, and that they have signed their security oath.

Test administrators are responsible for the test booklets until returning them to you. **All assigned reading test materials must be returned after the testing session.** When the materials are returned to you, you must initial the "In" box. Your initials indicate that test administrators have returned all test materials checked out to them as recorded on the Materials Control Form.

Materials for Reading Test Sessions

On the day of the reading test, give test administrators the materials listed below.

- two No. 2 pencils with erasers per student
- one test booklet per student

Instruct the test administrator to keep the materials in locked storage until immediately before testing. **All test materials must be kept in locked storage when not in use.**

Receive Materials from Test Administrators After Testing and Verify Student Responses, Proficiency Ratings, and Other Student Information Submitted Online

Check the security numbers of the test booklets against those assigned to the test administrators and ensure the return of all other test materials. Keep the Materials Control Form for your records.

After the test administrator has returned test materials to you, TELPAS assessment data must be verified. Ensure that students are in "Completed" or "Marked Complete" status in the *Session Details* screen. TELPAS reading score codes, accommodations information, holistic rating information, and other student data must be submitted and verified in the Assessment Management System. Follow the guidelines in the "Complete Administration Process" section of the *2015 District and Campus Coordinator Manual* to ensure that assessment information is entered and verified.

User's Guide for the Texas Assessment Management System

Return Nonscorable Materials to District Coordinator

All test booklets with or without student responses must be returned. Keep all nonscorable materials in locked storage until they are shipped to the district coordinator. Nonscorable materials must be returned to the district coordinator by April 17, 2015.

Nonscorable materials include:

- used and unused test booklets
- large-print materials (if applicable)
- typed or tape-recorded materials (if applicable)

Collect, Prepare, and Return Materials to Testing Contractor

As district coordinators receive nonscorable materials from campuses, they must verify that campus coordinators have

- submitted all nonscorable materials and assembled them correctly;
- provided accurate counts of the materials submitted; and
- kept TELPAS materials **completely separate** from other testing programs' materials.

Materials for TELPAS must be packaged separately from all STAAR assessment materials. Combining materials may cause your results to be delayed.

How to Pack
Materials for
Return to
Testing Contractor

Contact Shipping Carrier

The telephone number of the carrier for district coordinators to call for pickup is provided on the return carrier memo. Refer to this memo to find out how you should return your district's materials. **Two working days before the pickup date**, contact your carrier to request that your materials be collected and returned to the address printed on the nonscorable shipping labels. Questions about the return of test materials may be directed to Pearson's Austin Operations Center at 800-627-0225.

2015 MATERIALS CONTROL FORM FOR TELPAS PAPER ADMINISTRATIONS

Campus coordinators should use this form to account for test booklets signed out to test administrators or other campus personnel.

Before distributing the materials, the campus coordinator should fill out the name of the individual issued materials and the applicable test booklet columns.

Individuals issued materials should fill in the date and initial the "Out" box. The initials in the "Out" box signify that they have received the materials assigned to them and that they have signed the security oath. The form should not be initialed if the information on it is incorrect.

Missing secure materials must be located before the campus coordinator initials the "In" box. If a missing booklet cannot be located, the campus coordinator should immediately contact the district coordinator.

Coordinator Name: _____ Campus Name:_____

Individual Issued Materials	Total # of Booklets	Range of Security Numbers Coded on Booklets	Date	Out	In

Test Administrator

Receive Materials on Testing Day

Test administrators will need:

- two No. 2 pencils with erasers per student
- one test booklet per student

Test booklets must be checked out and in to the campus coordinator. The campus coordinator will use the Materials Control Form to account for test booklets while they are signed out to you and to verify that you have signed your security oath (contained in the *2015 TELPAS Reading Test Administrator Manual*). You will need to confirm that you have received the booklets by initialing the form.

You must return all materials assigned to you at the end of the test session. The campus coordinator will initial the form to indicate that you have returned the materials.

> All test materials must be kept in locked storage (e.g., a locked filing cabinet or a locked closet) when not in use.

Ensure Proper Testing Procedures

Test sessions must be conducted under the best possible conditions. In the *2015 TELPAS Reading Test Administrator Manual*, follow the procedures that are applicable to paper administrations. For information about other allowable test administration procedures that may be provided to students, refer to the *2015 District and Campus Coordinator Manual*.

Breaks, Lunch, Changing Test Rooms, and Emergencies

Follow the procedures in the *2015 TELPAS Reading Test Administrator Manual*, related to breaks, lunch, changing test rooms, and emergencies. In addition, follow the procedures below to maintain security and confidentiality of the printed test materials.

- Test booklets must be closed when testing is interrupted to give students breaks, stop for lunch, change test rooms, or allow a student to leave the test room in emergency situations.

- When changing testing rooms, students may **NOT** carry their own test booklets. The new room should be properly prepared for testing.

- If an emergency arises and a student needs to leave the testing room, no test materials may be taken from the room. If a student cannot continue testing, the

district coordinator must determine whether the student's test should be submitted for scoring. Contact TEA's Student Assessment Division for guidance, if needed.

Unusable Test Booklets

If a test booklet becomes unusable at any point during a test session, the student should be given a new one with which to continue. Instruct the student to start at the exact point where he or she stopped in the unusable test booklet. Use both test booklets to transcribe student responses into the TestNav online transcription form.

Create a New Test Session

Before creating a new test session, contact your campus coordinator or online session administrator to ensure that TestNav has been configured. The steps below assume students have been registered and assigned to a test. It is not necessary to create test sessions prior to administering a paper TELPAS test, however test sessions must be created in order to print student authorizations, access the online transcription form, and transcribe student responses. If your campus coordinator directs you to create a test session, complete the following steps:

1. Go to Test Management > Manage Test Sessions.

   If the current test administration is not the 2015 Spring TELPAS Grades K–12 administration, click the *Change* link next to the current test administration name to change the administration.

2. Click the **New Session** button to go to the *New Test Sessions* screen.

   The **New Session** button will be disabled and you will not be able to create a test session if you do not have access to create test sessions.

3. Enter the session details.

   You must enter a session name and select a campus before the remaining session details can be selected. Follow any special instructions your campus coordinator gives you. Select "Transcribe Paper" under the Form Group Type drop-down menu for paper administrations.

   Scheduling a date and time for a new test session is intended primarily for planning purposes. A test session will not start until you click the **Start** button on the *Session Details* screen, regardless of the scheduled start date and time.

4. Click the **Save** button after entering all session details.

5. After saving the new test session, click the *Go to session [session name]* link to open the *Session Details* screen.

For information about adding students or modifying test sessions, refer to the test administrator section of the *2015 TELPAS Reading Test Administrator Manual.*

Texas Assessment
Management
System

Test Administrator

Texas Assessment
Management
System

Transcribe Answers Online

Students taking the TELPAS paper administration will mark their answers directly on the test booklet by circling their answers.

Campus coordinators are responsible for ensuring that student responses are transcribed into an online transcription form. The student responses for both regular and large-print paper administrations will be entered online. In addition, holistic ratings for students taking a paper administration **must** be entered directly into the Assessment Management System. **Transcribing of student responses should take place in a secure testing environment.**

Use the following steps to transcribe student responses into the special online transcription form in TestNav.

1. Make sure that you have the test booklet that needs to be transcribed. Go to http://www.TexasAssessment.com/login.

2. Enter your user ID and password, and then click the **Login** button to go to the homepage.

3. Go to Test Management > Manage Test Sessions. Select "Test Sessions" from the **View By** options set.

4. Click the appropriate test session from the Session Name column.

5. Click the **Authorizations** button and select the "Student Authorization" from the drop-down menu. You will use these authorizations to access TestNav.

6. In a new browser window, type the TestNav URL from the student authorization into the address bar and press the *Enter* key. You should now see the TestNav *Login* screen. If you do not, check that you have entered the URL exactly as printed.

7. Using the information found on the student authorization, type the username and test code in the *Username* and *Test Code* fields.

8. Click the **Login** button. You should now see a screen with the words "Transcribe Paper." If you do not, check that you have entered the username and test code exactly as printed. Make sure the student's name appears in the top right corner of the screen.

9. Each screen will have one question. On the screen for each question, look at the student's test booklet, and enter the student's response by selecting the appropriate bubble.

10. Click the **Next** button to navigate to the next question. Continue entering the student's responses until you reach the last question.

11. On the last question, click the **Next** button to go to the *Section Review* screen. Make sure that all the responses in the test booklet have been transcribed.

12. Click the **Continue to Test Overview** button to go to the *Test Overview* screen.

13. On the *Test Overview* screen, click the **Submit and Exit Test** button. Select "I am finished with this test and I want to submit my final answers" in the pop-up box then click the **Final Submit** button to submit student responses and exit TestNav.

14. Once you have exited TestNav, log in to the Assessment Management System. Go to Test Management > Manage Test Sessions, and click the appropriate test session to go to the *Session Details* screen.

15. Find the name of the student whose test you transcribed, and make sure the student is in "Completed" status.

16. Click the *View Test Progress* link next to the status to confirm that the test was submitted.

17. Write "Transcribed by" and your name on the cover of the test booklet. Return all test materials to your campus coordinator.

Prepare Materials for Return

After testing, verify that all test booklets are accounted for before you return the test materials to the campus coordinator.

Return all test materials to the campus coordinator. The campus coordinator will verify that you have returned all materials assigned to you.

Test Administrator

Test Administrator

Administration Directions—Grades 2–12

The TELPAS reading test is untimed. Allow students all the time they need to complete the test. Depending on their proficiency level and other factors, some students may need more time than others. There are no answer documents for this test. Students should mark their responses directly onto the test booklet.

Before reading the administration directions aloud, distribute the following materials to students if they do not already have them:

- two No. 2 pencils with erasers
- test booklet

Read aloud the following directions. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with the students in your test administration. You must **NOT**, however, rephrase, translate, or change the substance of the information given in the directions. Text that is printed in **bold** type and preceded by the word **"SAY"** is for you to read aloud. Text in *italics* or text boxes is information for you and may not be read aloud to students. You may repeat the directions as many times as needed.

SAY   **Today you will take a reading test for students who are learning the English language. This test will show how much English students learn from year to year. Students who know a lot of English may find some test questions very easy. Students who know just a little English may find some test questions very hard. If you are just learning English, do not worry about the parts of the test that are difficult to understand. Just do the best you can on the parts of the test you understand.**

        First, I'm going to pass out some test booklets. When you get your booklet, do not open it or write on it yet. Also, do not pull off the red tab or seal on the edge of your booklet until I ask you to do so.

        Make sure all students get a test booklet. If you have a student who does not have a booklet, immediately contact your campus coordinator.

SAY   **Write your first and last name at the top of your booklet where it says "STUDENT NAME."**

        Directions for breaking the test seal follow. Monitor students carefully as they break this seal to prevent test booklets from being damaged. Use a student's test booklet and, without breaking the seal, demonstrate as you read the following.

SAY   **Look at your test booklet. The seal on the edge of your booklet needs to be broken. First, watch me do it. To break the seal, hold your test booklet in one hand. Then, use your other hand to pull up on the red tab on the edge of your test booklet. The outside of the seal will come off easily.**

        When you finish, direct students to break the seal on their booklets. Use another student's booklet as a prop again if necessary.

Test Administrator

SAY **Now, hold your test booklet in one hand. Then, use your other hand to pull up on the red tab on the edge of your booklet. If you have any questions or need help, raise your hand.**

Check that students are following directions. Move around the testing room to collect the detached seals and to help any student having difficulty. Dispose of the seals so they are not returned with the test booklets. When students are ready, continue.

SAY **On this test, when you answer a question, you will mark the answer in your test booklet. You may ask me for help with directions if you need to. But I will not be able to help you answer any test questions.**

If you do not know the answer to a question, you may leave the answer blank, or you may choose the answer you think might be correct. The important thing is that you do your best on the parts of the test you can understand.

If you need to change an answer, carefully erase it and mark your new answer. Remember to choose only one answer for each question.

You may make notes in your booklet.

When students are ready, continue.

SAY **You will have all the time you need to complete the test. You may check over your answers when you finish. Make sure you have not skipped any pages in your test booklet. Then stay in your seat and raise your hand. I will come to your desk and pick up your test materials. Then you may read a book if you have one. Please be quiet until everyone has finished. Are there any questions?**

When students are ready, continue.

SAY **Turn to page 3 and begin.**

Test administrators must be actively engaged in observing students' behavior at all times during the administration of state assessments. It is your responsibility to ensure that students do not look at the answers of other students and do not have materials available that are not allowed, such as cell phones. Students should also be reminded periodically, either as a group or individually, to record their responses in the test booklet. Test administrators may say, **"Remember that you must mark your answers in the test booklet."** *However, test administrators may not view or discuss individual test items or responses with students or with other adults unless specifically instructed to do so by the procedures outlined in the test administration materials. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.*

NOTES

The first part of the test contains easier questions. Later in the test, more difficult reading selections are mixed with easier selections. If a student expresses concern because a selection is difficult, encourage him or her to keep working because easier selections will likely follow, and explain again that he or she may leave answers blank if a passage is too difficult to understand. If the student becomes overly frustrated or anxious, do not require him or her to complete the test. Collect the test materials and submit them for scoring.

If at any point a student's test booklet becomes unusable, ask your campus coordinator for a replacement and follow the instructions on page 9.

You may look at the test booklets only to see whether responses are recorded, but you may not examine or comment on individual responses.

Make sure that the name of each student is written on his or her test booklet before you collect it. Before students leave the testing room, count the test booklets to make sure you have all of them.

Students may be allowed to leave the room after they have finished. If they remain in the testing room, they should be reminded not to talk while others are still working.

Return your test materials to the campus coordinator after the test session has been completed. For instructions on returning materials, refer to page 11.

At no time should you alter student responses in their test booklets. Only students are allowed to do this and only during the test session.

UNAUTHORIZED VIEWING, DISCUSSION, DUPLICATING, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME.

General Instructions for Administering Large-Print Tests

Introduction

This set of instructions provides general information about how to administer the large-print versions of the state standardized tests and will be included in the large-print kits that the district testing coordinator receives.

The large-print versions of the tests are available to students with visual impairments. The TELPAS reading tests are available in large print.

Test Materials in Large Print

A district will receive a shipment of large-print materials for each TEA-approved request. The large-print test booklets are spiral bound, and the dimensions of the booklets are 11 inches by 14 inches. As with a regular test booklet, each large-print booklet is sealed.

> In most cases, large-print tests should only be requested for a student with a visual impairment. The decision to use a large-print test booklet should be made in accordance with the guidelines on the Accommodation Resources page.

For students who are visually impaired and who require a point size larger than the type used on the large-print versions of the tests, contact your campus coordinator about requesting to photocopy and enlarge the test materials.

> Charts containing the point sizes for the regular and large-print tests are provided on the Accommodation Resources page.

Training

Districts should plan appropriately to ensure that individuals who are administering the large-print versions of the tests have received training prior to testing. Only test administrators who have been trained in the procedures and special instructions for testing students with visual impairments should administer the tests.

Campus testing coordinators are responsible for issuing the test materials to the appropriate test administrators. It is important that test administrators be given their test administration materials in time to prepare for testing. Campus testing coordinators are also responsible for monitoring large-print test administrations to ensure that they are

WWW

Accommodation Resources

Font and Point Sizes Matrix for TELPAS Reading

conducted, to the greatest extent possible, in the same manner as the administration of regular-print tests.

Student Materials and Accommodations

All materials and equipment needed by the student should be furnished before testing begins. Typewriters, computers, and low-vision devices such as a closed-circuit television (CCTV) are allowed. As appropriate, the test administrator should have available typing paper, pens, crayons, pencils, and placeholders.

If a student needs an accommodation not listed in the Accommodation Triangle, the district coordinator should contact TEA's Accommodations Task Force at 512-463-9536. Depending on the accommodation, submission of a request form may not be necessary.

Students Requiring More Than One Day

Students taking a large-print test may require considerably more time to complete the test than a student without a visual impairment. If the student requires more than the one day designated for the TELPAS reading test, contact your campus coordinator. The request for an extra day to complete a **paper** administration, along with the objective evidence this accommodation is needed, should be included in the same email that is submitted to TEA when a paper administration is requested.

Student Response Procedures

The test administrator and the student should determine the best method for the student to respond to the test items. The student may respond by writing on the test booklet, by typing, or by indicating the answer to the test administrator. Students with visual impairments may need to receive individual or small-group administrations in cases where their methods of response might distract other students. Students responding orally will require individual administrations. Special consideration should also be given to lighting conditions for students with low vision.

If a student is unable to mark his or her answers in the test booklet, the test administrator may transcribe the answers into the test booklet during testing. The student's responses should be transferred as follows:

- Transcribe the student's responses into the test booklet exactly as indicated by the student.
- Write "Transcribed by (NAME)" at the top of the test booklet.

In the large-print test booklets, the printing on a page is faintly visible through the page that precedes it. To reduce this show-through effect, a large colored sheet is provided with each large-print test. The test administrator should instruct the students to insert this sheet behind the page on which they are working. If a student chooses to mark answers

on the large-print test, it is essential that the marks do not bleed through to such a degree that the student is unable to respond to subsequent test items.

Transcribe Answers Online

Testing personnel will follow the instructions on pages 10 and 11 for entering student responses into an online transcription form.

Return Materials

The test administrator must return all large-print materials, including handwritten or typewritten responses, to the campus coordinator.

The large-print test booklets, extra regular-print test booklets, and any tape-recorded student responses should be returned in the nonscorable shipment. Any typewritten responses or handwritten responses on scratch paper (e.g., colored, graph, tactile) that include student notes or answers to multiple-choice items must be destroyed after testing.

Contact TEA's Student Assessment Division at 512-463-9536 if you have any questions regarding the administration of large-print tests.

Test Administrator